

Multi State Alternate Assessment

English Language Arts (ELA) and Math

Winter Assessment Workshop 2021

ELA & Math

- no remote option available; test to the greatest extent possible

Science

- requesting to not administer Science or Science-Alt

English Learner Proficiency

- no remote option available; test to the greatest extent possible

Participation Rate

- requesting to waive the 95% participation requirement

Report Card Indicators

- Requesting to NOT calculate attendance, student performance on the state assessments, English learner progress, and academic growth (information would still be made available in private report cards)

School Support Designations

- keep the school support designations the same (designations from 18-19 will continue).
- No longer have a “special schools’ audit or designations

**Until we hear that our waiver, addendum,
and amendment are approved, districts
need to move forward testing Science and
Science-Alt**

Welcome

This training will provide Test Administrators (TAs) and Test Coordinators (TC) an overview of the administration of the MSAA. The primary focus will be on

- providing the roles and responsibilities of the TA, and TC,
- sharing important resources, including assessment documents, and
- reviewing the steps needed to access and administer the MSAA.

Common Acronyms

- TA- Test Administrators
- TC- Test Coordinators
- MSAA- Multi State Alternate Assessment
- CCC- Core Content Connectors
- DTA- Directions for Test Administration
- TAM- Test Administration Manual
- LCI- Learning Characteristic Inventory
- SRC- Student Response Check

Overview of the Test

- Assesses two content areas
 - English Language Arts (ELA)
 - Reading
 - Writing
 - Mathematics
- Aligned to State Content Standards and [MSAA Core Content Connectors \(CCCs\)](#)
 - Alternate test for the 1% of students identified with severe cognitive disabilities
- Grades 3-8 and grade 11 (once in high school)

Overview of the Test

- **One-to-one test administration**
- Administered by a trained Test Administrator
- Formats
 - Computer based format
 - Paper based format (downloaded from platform)
 - Test administrator enters student responses in online platform so “Paper Version and Scribe must be in student’s IEP”

Same assessment; the format is determined by what is appropriate for the student.

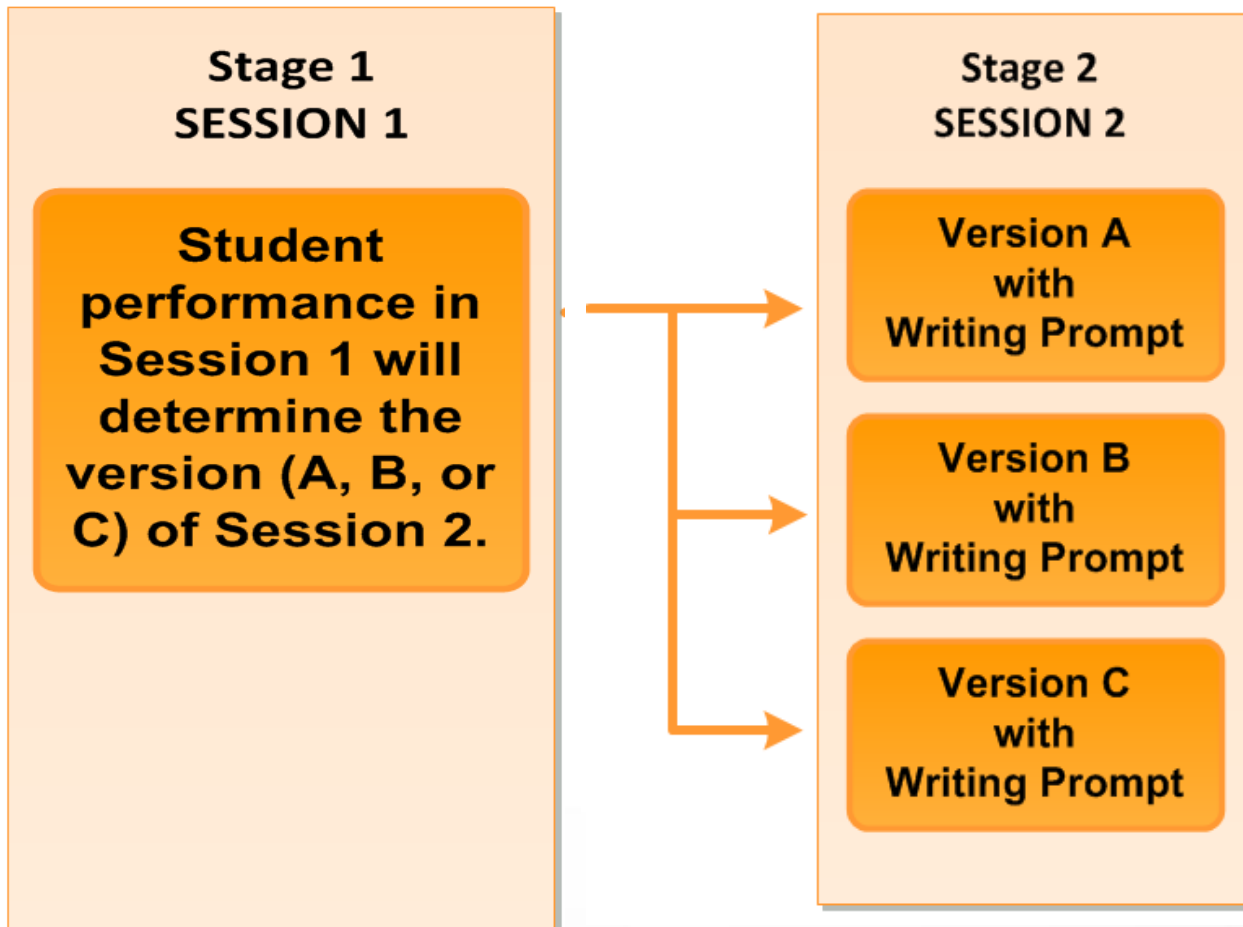
MSAA Item Types

- Selected-Response: ELA and Mathematics
- Constructed-Response: Mathematics
- Writing Prompt: ELA –
 - Sentence Starters
 - Blank Template

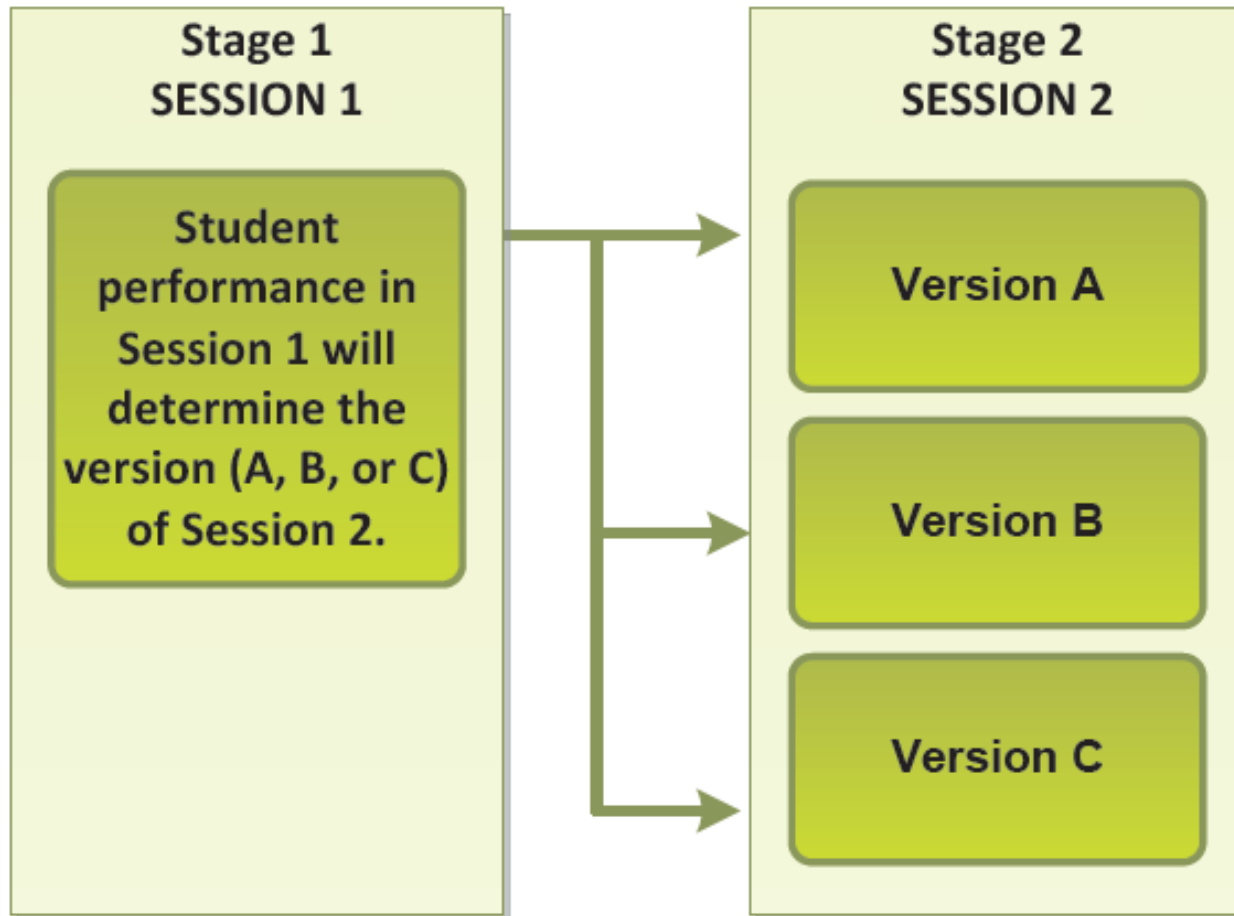
Stage Adaptive Design

- MSAA provides students a test experience that assigns the second session of the assessment based on how the student responds to items in the first session.
- The versions in the second session vary by difficulty/complexity level. Each student will only take the Session 2 version (A, B, or C) that is assigned to him/her.

MSAA ELA Adaptive Design (All Grades)



MSAA Math Adaptive Design (All Grades)





DOCUMENTS

MSAA Test Administration Manual



Test Administration Manual
March 15–May 14, 2021



South Dakota's MSAA window is closing May 7. Tests completed after that will be invalidated.

- **MSAA State Coordinators** page that contains state contact information and links.

State MSAA Coordinators

Chris Booth

Christina.Booth@state.sd.us

605-773-6156

Jessie Ahlers


Jessica.ahlers@state.sd.us

605-295-3441

- **South Dakota's State Specific Policy Documents** can be located via the state link under *Test Administration*.
<https://doe.sd.gov/assessment/alternate.aspx>

MSAA Technical Support

- Refer to the **MSAA Technical Support** document for support guidelines and contact information.

MSAA Technical Support		
MSAA Service Center Phone: (866) 834-8879 Email: MSAAServiceCenter@cognia.org  New! Live Chat: Link at the bottom of the MSAA System Dashboard		
The Service Center for the MSAA is available to Test Administrators (TAs) and Test Coordinators (TCs) from 6 am – 8 pm ET, Monday – Friday, to answer questions about: (1) the MSAA Online Assessment System and (2) test administration procedures. Use this chart to determine the right resource to support your MSAA needs.		
Test Administrators: Contact your Test Coordinator when...		
<p>You have “How do I...?” questions and you can’t find the answer in the Test Administration Manual (TAM), User Guides, or Technology Requirements (linked at the bottom of the MSAA Dashboard).</p> <p>For example, you need to:</p> <ul style="list-style-type: none"> Change a student’s demographic information Close a test Order paper materials 	<p>You do not have a user account. For example, you receive the message, “Sorry, unrecognized username or password” and cannot resolve the issue with the “Request New Password” button.</p> <ul style="list-style-type: none"> The wrong name is associated with your email address 	<p>You do not have the necessary MSAA System permissions to make your requested change. For example:</p> <ul style="list-style-type: none"> You need to be assigned to a different (or additional) school or district You need to make a Test Grade Change
Test Administrators and Test Coordinators: Contact the MSAA Service Center when...		
<p>You have “How do I...?” questions and you can’t find the answer in the TAM, User Guides, or Technology Requirements (linked at the bottom of the MSAA Dashboard), such as:</p> <ul style="list-style-type: none"> You have trouble logging in (and have a user account) Your TA has passed the final quiz (≥80%) but cannot access student test materials You are a TC with questions about making changes to TAs in your district(s) You need to open a locked test 	<p>You encounter an error or unusual behavior in the MSAA Online Assessment System with:</p> <ul style="list-style-type: none"> User accounts Accessing tests assigned to a student Incorrect or missing student information Access to the MSAA Test Administration Training for TAs and TCs Converting a PDF file to JPEG format for the writing prompts Accessing assessment features or a paper accommodation 	<p>When contacting the MSAA Service Center, please be prepared to provide as much detail as possible about the issue and the system on which it occurred. Include the following:</p> <ol style="list-style-type: none"> Your contact information (name, state, district, school, phone number, and email address) Student name, if applicable, and state ID number when calling (Do not provide student information (name) when emailing an inquiry) Any error messages that appeared Operating system and browser information
Test Coordinators: Contact your State MSAA Coordinator when...		
<p>You do not have the necessary MSAA System permissions to make your requested change. For example,</p> <ul style="list-style-type: none"> You need to be assigned to a different (or additional) school or district You do not have visibility to the appropriate Orgs (Districts/Schools) A new student joins your school and needs to be added to the system The wrong name is associated with your email address A test grade change occurs and a student needs a new test assignment 	<p>You have test administration or policy questions regarding:</p> <ul style="list-style-type: none"> Scoring procedures for constructed-response items Recording student responses into the MSAA Online Assessment System Clarifying requirements of various item types Clarifying administration requirements Describing how to access assessment features or accommodations 	

Important Dates

Test Administration Window	
Action	Date(s)
MSAA Administration Window Opens	March 15, 2021, at 8:00 am ET
Last Day to Submit Requests <ul style="list-style-type: none"> • Grade Reassignments • Reopen Closed Tests 	May 5, 2021
End of Test Survey (EOTS) <i>Complete one EOTS <u>after</u> both Content Area Tests are submitted and/or closed for <u>all</u> Students listed under the TA's Students tab.</i>	March 15- May 7, 2021
MSAA Administration Window Closes <i>All tests must be submitted or closed by 8:00 pm ET.</i>	May 7, 2021 at 6 pm CST

User Guides

Test Administrators

MSAA Online Assessment System User Guide for
Test Administrators

March 15–May 14, 2021



South Dakota
MSAA will
close May 7

Test Coordinators

MSAA Online Assessment System User Guide for
Test Coordinators

March 15–May 14, 2021



Directions for Test Administration (DTAs)



Multi-State Alternate Assessment

**Directions for Test Administration
Mathematics
Grade 3 Sample Items**



Multi-State Alternate Assessment

**Directions for Test Administration
English Language Arts- Reading
Grade 8 Sample Items**

Directions for Test Administration (DTAs)

- ***MUST BE USED FOR EACH TEST ADMINISTRATION***
 - **Failure to use is an invalid administration of the test**
- Only accessible after Test Administrator passes training modules with at least an 80%
 - Stage 1 available right away after passing
 - Stage 2 available after student completes Stage 1
- Provides the scripts, instructions, and manipulatives that must be used for test administration
 - Information provided for each item of test



TESTING COORDINATOR AND ADMINISTRATOR REQUIREMENTS

When can I access my account?

- System goes live March 1
- Test Coordinator information was loaded with district/school information in MSAA system in December.
- When the MSAA system goes live, TC will receive email to enter the system.
- TC will then enter all building TC and Test Administrator users.

Who Is Responsible?

Test Coordinator

Provides oversight and ensures assessment is administered as intended.

- Share with special education criteria and assessment dates.
- Pre-Assessment Modules **(March 1)**.
- **Ensure MSAA is administered securely and appropriately.**
- Pull reports from MSAA site when notified.

Test Administrator

Certified and licensed teacher who works with student.

- Pre-Assessment Modules **(March 1)**.
- Must pass with 80% accuracy.
- Will work one on one with student to complete the assessment.
- Complete assessment by May 7, 2021.

Checklists Available

[Test Administration Manual \(TAM\)](#)

- Test Administrator Checklist
p. 47-48
- Test Coordinator Checklist
p. 49

Test Coordinator Responsibilities

- Before:
 - Create accounts for others in district
 - Ensure TAs can access MSAA system, and do training
 - Notify DOE to add/transfer any missing students
- During:
 - Test Security
 - Ensure TAs are using Directions for Test Administration while testing one-to-one
 - Following testing progress on “Test Status Summary” tab
 - Closing any tests due to Early Stopping Rule
- After Testing
 - Download test results when available in late summer and distribute to families

Test Administrator Responsibilities

- Before:
 - Complete all training
 - Student Profile (i.e., Demographics, LCI, Accommodations, SRC)
 - Notify the TC of any missing students
- During:
 - Test Security
 - Use DTA
 - Accommodations
- After Testing:
 - Submit Test
 - Complete After Test Accommodations
 - Complete One End of Test Survey (ETS)
 - Shred testing materials

Who Can Be A TA?

- A certified educator familiar with the student, typically the student's teacher.
 - Completes TA modules and passes with 80%.
- A long-term substitute who is a certified educator and familiar with the student.
 - Completes TA modules and passes with 80%.

TA- Training Requirements

- Training modules
 - Available 2 weeks before test window opens
 - Updated/stream-lined each year
 - Separate from Test Coordinators modules
 - Pass final quiz with at least an 80%
 - Directions for Test Administration and test locked until passed

Test Security Agreements

- Window pops up when a user first logs into the system
- Must be signed by all Test Coordinators and Test Administrators before they can access anything in the MSAA system.

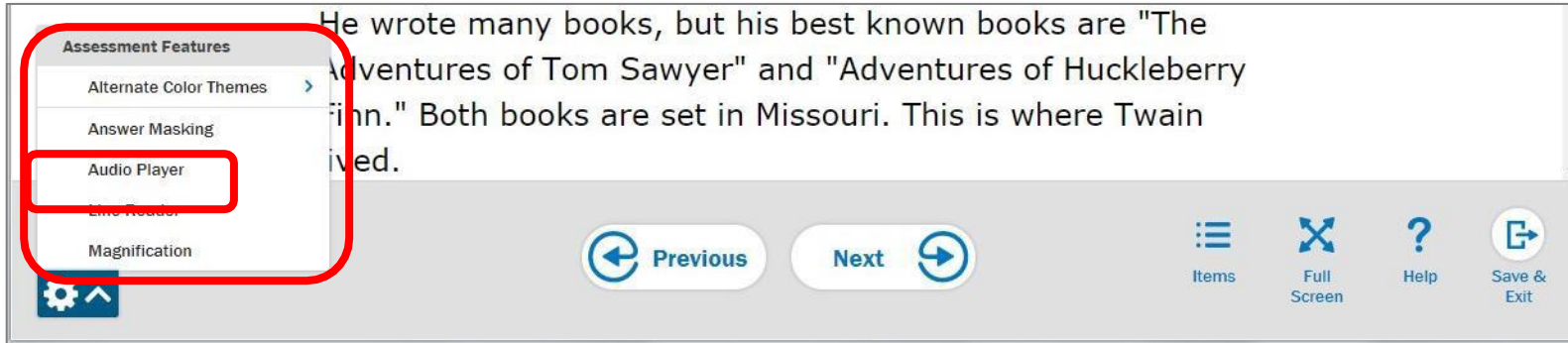


FEATURES OF THE MSAA SYSTEM

Built-In Supports

- Entire test can be read aloud
- Use of Manipulatives
- Pictures and graphics support what is read
- Use of models and demonstrations
- Common geometric shapes and smaller numbers in math test

Activating Features in the MSAA System



The screenshot displays the MSAA system interface. On the left, a sidebar menu titled "Assessment Features" is open, listing several options: "Alternate Color Themes", "Answer Masking", "Audio Player", "Line Reader", and "Magnification". The "Audio Player" option is highlighted with a red rectangular box. The main content area shows a text passage about Mark Twain's books, "The Adventures of Tom Sawyer" and "Adventures of Huckleberry Finn." Below the text, there are navigation buttons: "Previous", "Next", "Items", "Full Screen", "Help", and "Save & Exit".



Read Aloud Assessment Feature

Read Aloud and Reread Item Directions, Response Options, Passage The TA may read the directions, response options, or passage as often as is reasonable to obtain a student's response to an item. All text must be read to students exactly as written, i.e., no paraphrasing or variation of speed to emphasize words in ways that provide hints as to correct or incorrect responses.

Accommodations

- Accommodations are changes in the materials or procedures of the assessment that do not alter what is being measured.



NOTE: Accommodations **must** be included in the students' IEP.

MSAA Accommodations

- Assistive Technology
- Paper Version
- Scribe
- Sign Language
- Large Print
- Braille

Accommodations and Modifications

Accommodations/Modifications/Supplementary Aides and Services	Frequency	Location	Duration
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

State Assessment Accommodations

Smarter Balanced ELA (Gr 3-8 & 11):

Test:

Smarter Balanced Math (Gr 3-8 & 11):

Test:

Dakota STEP Science (Gr 5, 8 & 11):

Test:

* MSAA (ELA and Math) Assessment and South Dakota Science Alternate (SDS-A)
Accommodations for both instruction and assessment must be documented.

Must be written into the IEP on the Instructional And Statewide Section



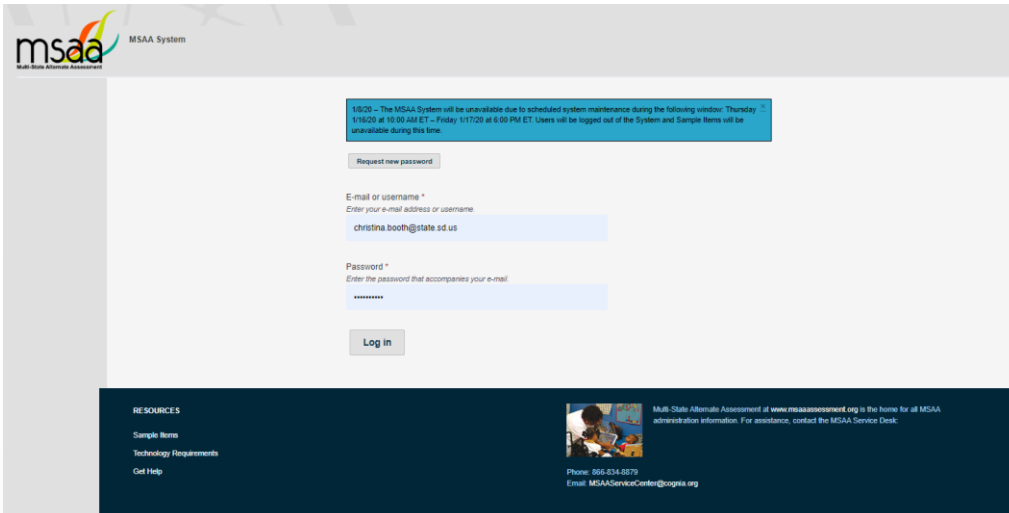
I am in the online system, now what?

MSAA PLATFORM

Access the MSAA System

- Access the MSAA System by using the URL

<https://www.msaaassessment.org>



The screenshot shows the MSAA System login interface. At the top left is the MSAA logo. A blue notification box at the top center states: "1/6/20 - The MSAA System will be unavailable due to scheduled system maintenance during the following window: Thursday 1/16/20 at 10:00 AM ET - Friday 1/17/20 at 6:00 PM ET. Users will be logged out of the System and Sample Items will be unavailable during this time." Below this is a "Request new password" button. The login section has two fields: "E-mail or username *" with the placeholder "Enter your e-mail address or username" and the text "christina.booth@state.sd.us"; and "Password *" with the placeholder "Enter the password that accompanies your e-mail" and a masked password "*****". A "Log in" button is at the bottom of the login section. The footer contains a "RESOURCES" link list (Sample Items, Technology Requirements, Get Help), a small image of students, and contact information: "Multi-State Alternate Assessment at www.msaaassessment.org is the home for all MSAA administration information. For assistance, contact the MSAA Service Desk. Phone: 365.434.8879 Email: MSAAServiceCenter@cognia.org".



NOTE: Book mark this page!

Access the MSAA System-Users

- Test Coordinator creates accounts for district
 - Must first download the Org ID file
 - Found under Actions on the Organizations tab
 - These are unique and change each year
 - Download template for Users
 - Found under Actions on the Organizations tab
 - Follow instructions to fill out and upload
 - Errors are reported so you can fix
 - Can also be created individually
 - Found under Users tab

Access the MSAA System- Test Status Summary

Test Status Summary by Test

State

Sample (14) ▼

District

MSAA Demo (22087) ▼

School

MSAA Demo Elementary School (22088) ▼

Status

- Not Started - Tests that have not been launched
- In Progress (Paused) - Tests that have been started but are paused and can be resumed
- In Progress (Locked) - Tests currently in use online
- Submitted - Tests that have been completed and submitted
- Closed - Tests closed by a TC

Download

Test Name	Students Registered	Started Today	Completed Today	Status
OP ELA Gr03	3	0	0	<div> <div></div> <div></div> </div>
OP ELA Gr04	3	0	0	<div> <div></div> </div>
OP ELA Gr05	2	0	0	<div> <div></div> </div>

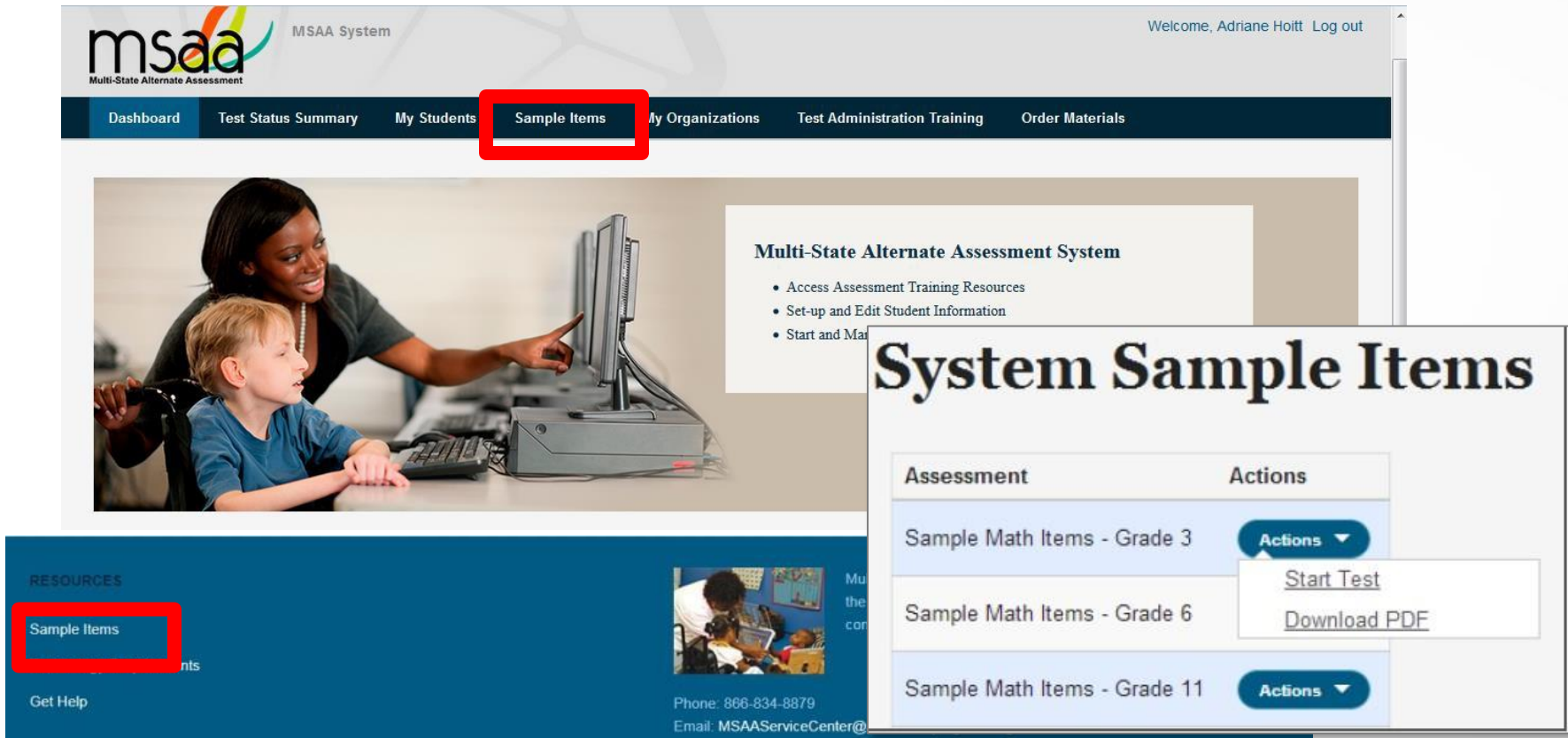
Test Name: OP ELA Gr03

- Not Started: 1 Students (33.33%)
- In Progress (Paused): 2 Students (66.67%)

Access the MSAA System-Students

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
4	NV10013	NVSchool	Student13 Test Grade 3	Math POC Stage Adaptive V3 10 03 2016 Form 1	Paused by	Joseph Luat	Actions ▼
5	NV10014	NVSchool	Student14 Test Grade 4	Math POC Stage Adaptive V3 10 03 2016 Form 1	In Progress with	Testing QA	Actions ▼

Access the MSAA System- Sample Items



The screenshot displays the MSAA System interface. At the top, the MSAA logo and 'MSAA System' text are visible, along with a user greeting 'Welcome, Adriane Hoitt' and a 'Log out' link. A dark navigation bar contains several menu items: 'Dashboard', 'Test Status Summary', 'My Students', 'Sample Items' (highlighted with a red box), 'My Organizations', 'Test Administration Training', and 'Order Materials'. Below the navigation bar, a large image shows a teacher assisting a student with a computer. To the right of the image, the text 'Multi-State Alternate Assessment System' is followed by a list of features: 'Access Assessment Training Resources', 'Set-up and Edit Student Information', and 'Start and Manage Assessments'. A large, semi-transparent box titled 'System Sample Items' is overlaid on the right side of the page. This box contains a table with two columns: 'Assessment' and 'Actions'. The table lists three sample math items: 'Sample Math Items - Grade 3', 'Sample Math Items - Grade 6', and 'Sample Math Items - Grade 11'. For each item, there is an 'Actions' button. The 'Actions' button for 'Sample Math Items - Grade 3' is expanded, showing two options: 'Start Test' and 'Download PDF'. In the bottom left corner, a 'RESOURCES' section includes a 'Sample Items' link (highlighted with a red box) and a 'Get Help' link. The bottom right corner of the page displays contact information: 'Phone: 866-834-8879' and 'Email: MSAAServiceCenter@doe.sd.gov'.

msaa
Multi-State Alternate Assessment

MSAA System

Welcome, Adriane Hoitt Log out

Dashboard Test Status Summary My Students **Sample Items** My Organizations Test Administration Training Order Materials

Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Assessments

System Sample Items

Assessment	Actions
Sample Math Items - Grade 3	Actions ▼ Start Test Download PDF
Sample Math Items - Grade 6	
Sample Math Items - Grade 11	Actions ▼

RESOURCES

Sample Items

Get Help

Phone: 866-834-8879
Email: MSAAServiceCenter@doe.sd.gov



BEFORE TESTING

Test Administration Training

- Must complete modules for Test Administrators
 - Must pass with at least 80%
 - Unlocks DTAs and tests
- Best Practice videos available

Table 6. Best Practice Videos

Video #	Video Titles	Running Time
Video 1	How to Administer Items	10 minutes
Video 2	How to Administer the SRC and Implement the ESR	12 minutes
Video 3	How to Administer a Level 2 Writing Prompt	17 minutes
Video 4	How to Administer a Level 3 Writing Prompt	16 minutes

- Separate modules for Test Coordinators
 - Completely optional
 - No requirement to pass quiz for TCs

Student Profile

- Demographic Information
- Learning Characteristic Inventory (LCI)
 - Educational
 - Communication
 - Linguistic
- Identify Accommodations
- Conduct Student Response Check (if applicable)

Access Student Profile



MSAA System

Welcome, Mary Smith Log out

Dashboard

Test Status Summary

Students

Test Administration Training

Reports



Multi-State Alternate Assessment System

- Access Assessment Training Resources
- Set-up and Edit Student Information
- Start and Manage Tests

Student's school
or classroom

Student's name
and profile grade

Test Grade
and Form

TA who has the test
in its current status

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	Actions
4	101010	BT Elementary School	Test qa Grade 5	AutoMathSATest Form 2	Paused by	BT QA (4)	<div>Menu of actions available for the test</div> <div> Go to Student Profile Start Test Open Test in PDF TA Directions </div>
4	101010	BT Elementary School	Test qa Grade 5	ELA_Grade 3_Stage Adaptive_JK Form 1	Paused by	BT QA (4)	

Student Demographic Information

Demographics	LCI	Accommodations: Before Test	SRC	Accommodations: After Test
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Please contact your Test Coordinator to make edits to Student Demographic information

Student ID *

First Name *

Last Name *



- Test Administrators can only review
- Contact Test Coordinators with any updates

Student Learner Characteristics Inventory (LCI)

[Demographics](#) | [LCI](#) | [Accommodations: Before Test](#) | [SRC](#) | [Accommodations: After Test](#)

Save

Cancel

Student's Primary IDEA Disability

Deaf-blindness

Is your student's primary language a language other than English?

☐ No
☒ Yes

Primary Language *

English

Classroom Setting

☐ Special school.
☒ Regular school, self-contained special education classroom, some special inclusion (students go to art, music, PE) but return to their special education class for most of school day.
☐ Regular school, primarily self-contained special education classroom, some academic inclusion (students go to some general education academic classes (reading, math, science, social studies) but are in general education classes less than 40% of the school day).
☐ Regular school, resource room/general education class, students receive resource room services, but are in general education classes 40% or more of the school day.
☐ Regular school, general education class inclusive/collaborative (students based in general education classes, special education services are primarily delivered in the general education classes) – at least 80% of the school day is spent in general education classes.



NOTE: All fields are required. A radio button or dropdown menu is available to provide your response.

MSAA – Communication toolkit

- This will assist in providing LCI information.
- NCSC created a “Communication Tool kit” found on this website-
https://wiki.ncscpartners.org/index.php/Main_Page
- Provides strategies to work with students who need a communication system

Accommodations: Before Test

Demographics LCI **Accommodations: Before Test** SRC Accommodations: After Test

Save **Cancel**

Accommodations: Before Test

Before administering the test to a student, select the accommodations on the list below that the student must receive. If the student does not need any accommodations, please select the last box in the list below.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☒ Check this box if the student does not need any accommodations.

Save **Cancel**

REQUIRED!!!!

Check all
boxes that
apply

Student Response Check (SRC)

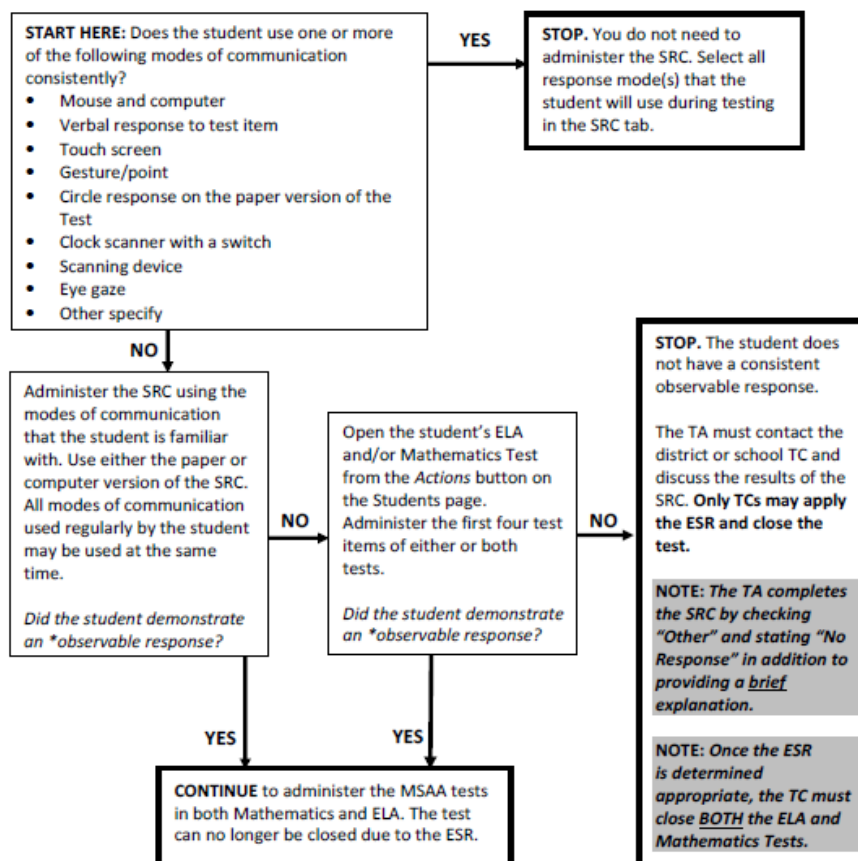


- Observe the student responding to the task using each mode or response, as appropriate
- If student uses a mode of response, check this mode on the SRC

NOTE: The use of hand-over-hand or any physical prompt is not considered an observable response because the student is not indicating his/her answer choice in an independent way.

Student Response Check (SRC) and Early Stopping Rule (ESR)

Figure 1: The SRC and ESR Flowchart:



Student Response Check

Demographics LCI Accommodations: Before Test SRC Accommodations: After Test

Save **Cancel**

Student Response Check to Observe Student Response Mode

Please see pages 30-32 in the [Test Administration Manual](#) for directions.

The purpose of the Student Response Check (SRC) is to ensure that the TA can clearly see and understand which answer a student chooses for a test item. For students who have a clear method of communication and who clearly select their answers to the test questions by either responding verbally or using assistive technology (AT), conducting an SRC is not necessary. Students do not need to use the same response mode for every item.

Note: The use of hand-over-hand or any physical prompt is not considered a consistent and observable response because the student is not indicating his/her answer choice in an independent way.

The TA will not conduct an SRC if the TA is certain that the student has a consistent, observable mode of communication so that the TA may enter a student's response in the MSAA System with confidence. If so, skip down to the list of communication modes below and indicate how the student will respond to the test items. Then proceed to administering the Test.

The TA will conduct an SRC if the TA is uncertain that the student has a consistent mode of communication and that the student's response to a test item may not be observable by the TA so that the TA may enter a student's response in the MSAA System with confidence. There are two ways that the TA can conduct the Student Response Check: (1) using the computer, or (2) using a paper version. Select Start Computer Student Response Check button to start the computer-based version, or select Paper and Pencil Student Response Check to download and print the PDF version.

Start Computer Student Response Check **Paper & Pencil Student Response Check**

Indicate below the students' communication modes; the way in which the student will respond to the test items. More than 1 communication mode may be indicated.

- ☐ Student uses mouse and the computer
- ☐ Student will provide a verbal response to the test item
- ☐ Student will use a touch screen or gestures/pointing to select the item
- ☐ Student circles the correct response on the paper/pencil version of the test
- ☐ Student will use a clock scanner with a switch
- ☐ Student will use a scanning device
- ☐ Student uses his/her name
- ☐ Other, please specify

*If the Early Stopping Rule (ESR) is determined appropriate, the **TC** must close **BOTH** the ELA and Mathematics Tests.*

NOTE: The TA completes the SRC by checking "Other" . "No Response" must be added to the text box in addition to providing a brief explanation for any student who does not have a consistent observable response.

Close a Test

A student's test may be closed ONLY if the criteria for the Early Stopping Rule is met:

- If the student did not display an observable response during the SRC, AND the TA administered the first four test items in mathematics or reading AND the student's response was not observable to any of the first four test items.
- *The TA completes the SRC by checking "Other", state "No Response" and provides a brief explanation in the text box, and consults with the TC.*
- *The TC must close BOTH the ELA and Mathematics Tests.*

NOTE: Test Closure is only available to TCs.

If a student withdrew or is no longer eligible, the TA must also contact the TC.





Time to give the assessment

MSAA PLATFORM

Ready to Begin!

- ✓ You have verified that you have all of the right technology necessary for testing.
- ✓ All students have gone through some practice items.
- ✓ You have finished the training modules.
- ✓ You have completed and passed the Final Quiz with at least an 80% accuracy score.
- ✓ You have completed the Student Profile:
 - ❖ **Student Demographics, LCI, Accommodations before Test and the Student Response Check.**
- ✓ You have down loaded all the Directions for Test Administration (DTA)

Access Directions for Test Administration

Actions ▼

[Go to Student Profile](#)

[Start Test](#)

[Open Test in PDF](#)

[Directions for Test Administration](#)

Confirm Student

Please confirm the Student Name and Test Name, and select the session(s) you would like to download the DTA for. Then, click "Download DTA"

Student name

test1 student1 (101011)

Test name

OP Math Gr06

Select test session

☐ Session_1 ☐ Session_2A ☐ Session_2B ☐ Session_2C

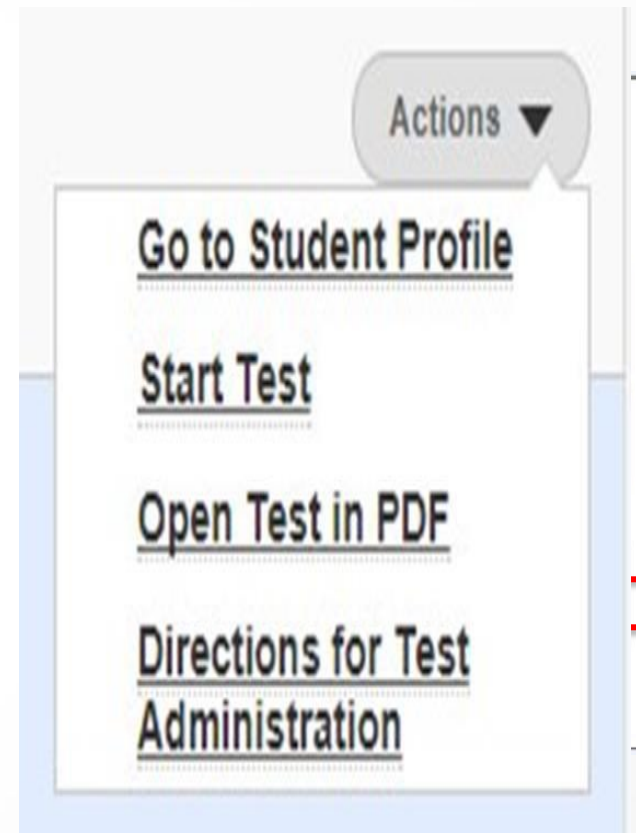
[Go Back](#)

[Download DTA](#)

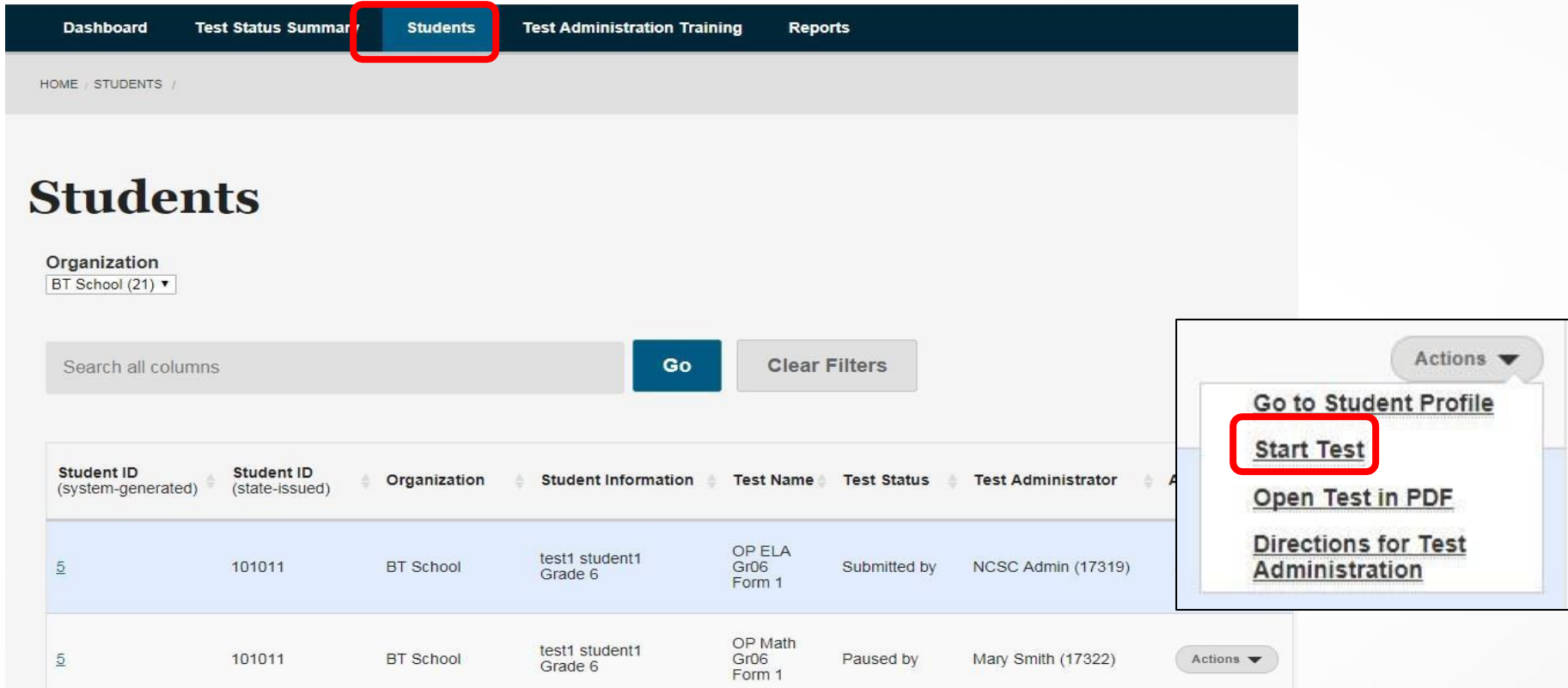
Adobe Reader is needed to print directions.

- Session Printing
 - DTAs and paper tests are printed by test session
 - Session 1 of the DTA contains all “front matter”, cutouts, manipulatives, templates, and reference sheets for both Session 1 and Session 2.
 - Cut outs and reference sheets are printed 1 per student. Specific pages can be printed individually for additional students.

- Paper Accommodation - Confirmation
 - All paper tests must be confirmed as an approved accommodation for students **prior** to being able to download the PDF.
 - Under the **Actions** menu found on the **Students** page, when the option to **Open Test in PDF** is selected, there will be a prompt “I confirm that the paper test is an approved accommodation for this student”.
 - Once this box is marked, the **Download Paper Test** box becomes available.



Start and Navigate a Test



Dashboard Test Status Summary **Students** Test Administration Training Reports

HOME / STUDENTS /

Students

Organization
BT School (21) ▼

Search all columns **Go** Clear Filters

Student ID (system-generated)	Student ID (state-issued)	Organization	Student Information	Test Name	Test Status	Test Administrator	
5	101011	BT School	test1 student1 Grade 6	OP ELA Gr06 Form 1	Submitted by	NCSC Admin (17319)	Actions ▼ <ul style="list-style-type: none">Go to Student ProfileStart TestOpen Test in PDFDirections for Test Administration
5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	Actions ▼

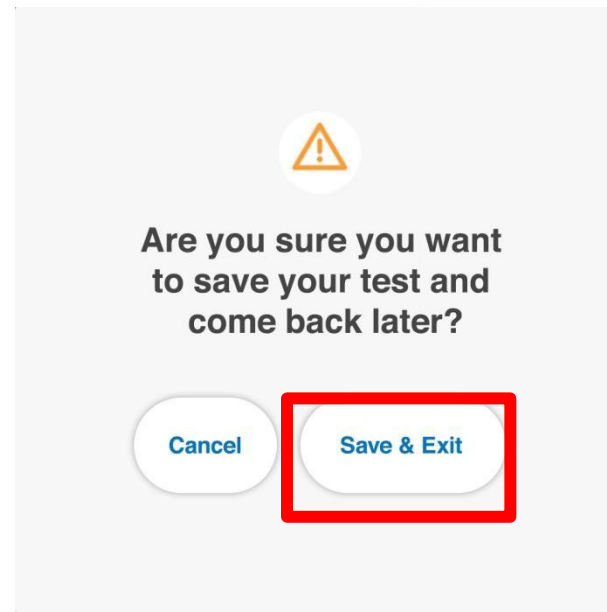
Only 1 test may be open at a time. Always pause and save a student's test when taking a break.

Tool Bar



- **Student Name**
- **Name of Test/Session/Current question # out of total # of questions.**
- **Previous** – moves back one screen.
- **Next**– moves forward one screen.
- **Read Again** – allows the passage/item to be read again.
- **Upload Evidence** – uploads images of student work for the writing prompt.
- **Bookmark** - marks an item to be reviewed at a later time.
- **Items** – provides a summary of the questions that have or have not been answered.
- **Full Screen** – provides full-screen mode for viewing the item.
- **Help** – provides MSAA Service Center phone number.
- **Save & Exit** – saves the test and exits out of the test. Test may be resumed later.
- **Assessment Features Menu** – access accessibility menu (e.g., line reader)

Save & Exit



End of Session



**You have reached the end of
your session**

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)



Are You Sure?

You will not be able to come back to the current session once you move on to the next one.

[Cancel](#)

[Finish Session](#)

Submit



**You have reached the end of
your session**

SESSION 1

10/25 Answered

What would you like to do?

[Review Current Session](#)

[Submit Session](#)

[Save & Exit](#)



ELA portion

WRITING SECTION

Overview of the Writing Prompt

- Standardized scripted series of steps
- Students use their primary mode of communication to construct a writing product
- Support materials are provided, such as sentence starters, response cards, vocabulary lists, and graphic organizers
- Two tiers

Writing Prompt

- The writing prompt DTAs provide steps to guide students through the writing processes using stimulus materials:
 - Topic selection
 - Choosing characters/supporting details
 - Drafting with a graphic organizer
 - Revising
 - Editing
 - Producing final story or essay

Writing Prompt Considerations

- **Annotate** If the student's writing sample includes inventive spelling, hard-to-read penmanship, or use of symbols, please annotate. Refer to Appendix A for more details on annotation.
- **What needs to be uploaded to the MSAA System?** Only the final "Response Template" needs to be uploaded. Do not include: idea cards, drafts, pictures of communication boards/devices, student selections from pictures, etc. If your student uses a communication board/device, please upload only a picture of the final writing product produced with the device. Do not upload pictures of students.
- **Where can I find more information about uploading writing evidence?** Refer to *MSAA System User Guide for Test Administrators* for specific directions regarding how and when to capture and upload writing evidence.

Writing Evidence – Online Response

- Students may type their response into the online test administration platform
OR
- A teacher may transcribe the response from the writing template into the online platform
 - Requires Scribe accommodation

Writing Evidence – Uploaded Response

- Students who complete the template on paper **must** have image(s) of the student response template uploaded via webcam or scanner.
- Responses **must** be annotated by teacher so that it can be understood by reader/scorer.
- Any uploaded images of stimulus materials, other than the student response template, will be disregarded for scoring purposes.

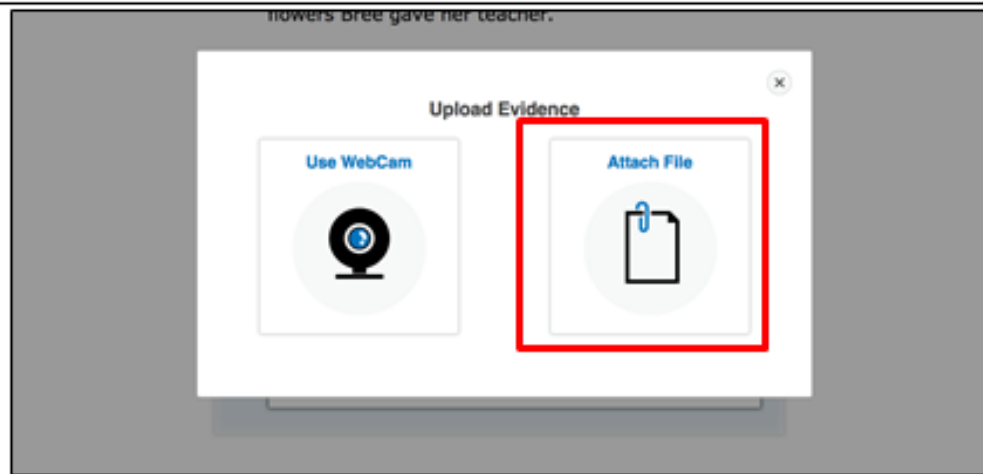
Capture Evidence

When you are administering the writing items, the **Upload Evidence** button will become available.

Click on this button to begin the evidence upload process.

A pop-up window provides you with two options to capture evidence.

Select the **Attach File** button for scanned documents.





AFTER TESTING IS COMPLETE

After Testing: Required Tasks

Test Administrators must complete the After Test Accommodations information into the MSAA System for ***each student***.

Test Administrators must enter the End of Test Survey into the MSAA System after testing ***all students***.



NOTE: Following the administration, the TA will record in the Accommodations: After Test tab the Accommodations their student actually used during the Test; not the Accommodations that were made available to the student.

Accommodations: After Test

[Demographics](#)[LCI](#)[Accommodations: Before Test](#)[SRC](#)[Accommodations: After Test](#)**Save****Cancel**

Accommodations: After Test

Please select the accommodation/s that the student actually used during the Test. If the student did not use any accommodations, select the last box.

- ☐ Assistive Technology
- ☐ Paper Version
- ☐ Scribe
- ☐ Sign Language
- ☐ Check this box if the student did not need any accommodations.

End of Test Survey

- Each TA completes only ONE End of Test Survey
- The Survey responses provide additional information about:
 - How the Test functions for students with unique and varying needs
 - Student engagement with the Test
 - The opportunity to learn the content represented by the State Content Standards

End of Test Survey

Dashboard Test Status Summary Students Test Administration Training Reports							
HOME / STUDENTS /							
<h2>Students</h2>							
Organization BT School (21) ▼							
Search all columns			Go	Clear Filters			
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5	101011	BT School	test1 student1 Grade 6	OP Math Gr06 Form 1	Paused by	Mary Smith (17322)	Actions ▼

Actions ▼

[Go to Student Profile](#)

[Go to survey](#)

Specific Policies

- Significant testing issues contact state testing coordinator
- Security agreements: Review with district testing coordinator
- Shredding materials after assessment
- No cell phones during testing

MSAA Service Center

PHONE: 1-866-834-8879

EMAIL: MSAAServiceCenter@Cognia.org

LIVE CHAT: Link at bottom of the MSAA
System Dashboard

MSAA Service Center

- The Service Center for the MSAA is available
5:00 am – 7:00 pm CST (Monday–Friday)

Questions answered about:

- (1) The MSAA System
 - (2) Test administration procedures
- Provide as much detail as possible.
 - Including:
 - Contact information (name; state, district, and school; phone, e-mail)
 - Student system ID, if applicable
 - Any error messages that appeared
 - Device used
 - Operating system and browser information
 - Information about network configuration

FYI: Virtual Observations by DOE

- [Observation Checklist](#)
 - Secure administration protocol
 - Use of DTAs
 - What may have caused barriers
 - Use of accommodations
 - Secure storage of testing materials

Any Questions?

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